

Action Plan Template

John Flynn College

No.	Required Actions	Child Safe Standard	Timeframe for delivery	Responsibility
1	Share the Legislative requirements of the Child Safety Organisation Act at Staff Meeting	1-10	July 2026	Principal, Council
2	Apply the Queensland Family and Child commission Reflection Tool to audit compliance with CCS standards 1-10 and evaluate policy awareness	1-10	July 2026	Principal, Council
3	Collect Feedback from board members and staff to demonstrate understanding of the policies, procedures, and practice requirements of JFC	1,5,8,10	July 2026	Principal, Council
4	Ensure Child Safety and Wellbeing as a standing agenda in all Council meetings until June 30 th each year	1,7,9,10	June 30 th 2026	Principal
5	Consult First Nations representatives and cultural advisors to ensure all policies are culturally appropriate, respectful, and aligned with Indigenous cultural protocols	1,4,5,8,9,10	June 30 th 2026	Principal
6	Review Child Risk Management Strategy and align with Child Safety and Wellbeing Policy	1-10	July 30 th 2026	Principal
7	Review of policies to ensure material in accessible languages and formats that provide	1-10	July 2026	Principal

	inclusion and informs all children of the support and complaints processes available to them			
8	Promote and affirm reading of Child Safety policies and procedures	1,2,3,5	February 2026	Principal/Dean of students
9	Ensure staff are aware of Under 18 residents	2.7.9	Trimesters: January 18 th , 2026 Semesters: February 15 th 2026	Dean of Students
10	Update consent forms to include parental/guardian permission for U18	2,7,9		Dean of Students